

Hertford County Emergency Communications Governance Board Minutes
Meeting Date: December 4, 2013 – Time: 10:00 PM - No Quorum Present
Reconvened Date: December 11, 2013
Time: 2:00 PM
Location: Hertford County Emergency Service EOC

Topic: Governance Meeting

Attendees: Juan Vaughan – Hertford County Sheriff, Chris Smith – Hertford County Emergency Management Director/Fire Marshal, Sarah Wallace – Murfreesboro Town Councilwoman, Darrell Rowe – Murfreesboro Police Chief, James Broglin – Hertford County EMS Director, Ronald Gatling – Hertford County Commissioner, Troy Fitzhugh – Ahoskie Police Chief, Bryant Cook – Hertford County Firefighters Association, Maurice Vann – Ahoskie Town Councilman

Board Members Not Present: Joe Murray - Citizen at Large, Ken Dilday – Ahoskie Fire Department (Town)

Others Present: Loria Williams – Hertford County Manager, Stephanie Tyler - IT Representative, Sara Turner – GIS/Land Records/E911 Addressing

2:00 P.M. Chris Smith called meeting to order. Minutes from last meeting were approved.

Old Business:

E-911 Director Position

- Job description was forwarded to Sherri Busch for review. Chris reported the only recommendation was to make a 4 year education ‘desirable’ but not required, if included.
- Sarah Wallace requested that the Governance Board be added in addition to the County Manager in the job description as the to whom the 911 director will report to.
- Loria Williams stated that it should be crystal clear of whom the director should report to without any ambiguity or question of authority.
- Ronald Gatling inquired about the role and function of the Governance Board with a reply read by Loria Williams, coming from the inter-local agreement and by-laws of that role.
- It was pointed out that the role of the board clearly states that it is the ‘work’ that is governed by the board, and not the supervisor as an individual. The performance of the ‘work’ should be governed by an individual supervisor.
- Darryl Rowe added that the town of Murfreesboro, for future needs, would want to have the concerns met in writing of how the Governance Board would address issues with the 911 director. He agreed that what has been agreed upon verbally is nowhere found on paper.
- Recommendation was made to make those changes at the inter-local agreement level and not on the job description if changes are needed. Discussion was led to hold off on any changes until we get policies and procedures in place to see if they address concerns.
- With that recommendation, motion was made by Sheriff Vaughan and seconded by James Broglin that the job description be approved and presented before the Board of County Commissioners, by Chairman Chris Smith on Monday, December 16 for approval. No discussion. All in favor. Motion carried.
- If the Board of Commissioners approves the position, it was agreed that the position will be posted as soon as possible.

Terms for elected officials

- To set terms, straws were drawn among the elected officials present to allow for staggered rotation in future years. There were three categories, one 1-year term, two 2-year term, and one 3-year term straws. They were drawn as follows (the remaining straw went to the elected member not present, Joe Murray):

1-year: Maurice Vann
2-year: Sarah Wallace, Joe Murray
3-year: Ronald Gatling

County Website

- Chris Smith took a few moments to show the Governance Board that the information about the consolidation project has been added to the County website under a tab titled 'County Projects', including the by-laws, inter-local agreement, the agendas and minutes along with some other information. FAQ will be added after approval during this meeting.

Members having to leave the meeting at this time were: Ronald Gatling (3:07); Maurice Vann (3:09)

FAQ's

- Chris Smith presented the group with a list of frequently asked questions about the consolidation project.
- No discussion was had from the group on this list and motion was made by Darrell Rowe and seconded by Bryant Cooke to post the FAQ's to the website as presented. No discussion. All in favor. Motion carried.

GIS

- Sara Turner reported that updated GIS data has been made available to both the town PSAPs.
- Chief Fitzhugh reported that Ahoskie's was installed, but was not working properly and because of the issues they will be having Southern Software upgrade their system.
- Chief Rowe indicated he was aware of the data being sent and was waiting on work from their contractor on the updates themselves.
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Kimball Surveys

- Chris Smith reported that HCSO returned the survey in for the County and Murfreesboro has turned in their survey; however they were still waiting on Ahoskie's. It is expected to be turned in later in the week.
- Sherri Busch will work on the recommendations once all of the surveys are received.

New Business:

- The Office of the State Fire Marshall will be in the area to visit each PSAP in March, 2014. The Sheriff and Town Chiefs have been asked to complete a survey in regards to the inspection.

Meeting adjourned 3:25.

Next Scheduled Meeting January 1, 2014 at 10:00 AM will be rescheduled due to a Holiday.